



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
1600 HENDERSON AVENUE SUITE 238  
SAN DIEGO, CALIFORNIA 92140-5001

DepO 1610.2J  
1A  
25 OCT 1999

DEPOT ORDER 1610.2J

From: Commanding General  
To: Distribution List

Subj: PERFORMANCE EVALUATION SYSTEM (PES)

Ref: (a) MCO P1610.7E

1. Purpose. To provide specific guidance for fitness report administration within Marine Corps Recruit Depot/Western Recruiting Region (MCRD/WRR).

2. Cancellation. DepO 1610.2H.

3. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

4. Objectives. In order to comply with the Marine Corps policy on fitness reports the following objectives must be realized:

a. Accurate Fitness Reports. Accuracy in all sections of the fitness report is a paramount and fundamental concept in reporting the performance, potential, and professional character of Marines. It is the responsibility of both the Marine Reported On (MRO) and the Reporting Senior (RS) to ensure the data, billet description, and summary of accomplishments in sections A through L are correct.

b. Timely Submission. The reference specifies fitness reports are to arrive at HQMC within 30 days of the termination date of the report. Timely submission of fitness reports ensures accurate and complete updates of Marines' Official Military Personnel Files (OMPF) by Headquarters, U. S. Marine Corps (HQMC).

5. Action

a. Marine Reported On. As the subject of the fitness report, the MRO should submit a summary of accomplishments to the RS prior to the end of the reporting period. The MRO must possess a clear understanding of the concepts of the PES, his or her role in accomplishing the unit's mission, and the expectations of the RS.

b. Reporting Officials. All reporting officials play a key role in the evaluation process. They must know the policies and procedures set forth in the reference, ensuring strict adherence to the objectives and tenets of the system. Rampant inflation eventually rendered our previous evaluation system a meaningless exercise in grid-locked, hyperbolic nonsense. It's up to us to

25 OCT 1999

restore and maintain the integrity and credibility of our evaluations.

(1) Responsible Officers. The Commanding Officers of the Headquarters and Service Battalion, Recruit Training Regiment, Weapons and Field Training Battalion, and 8<sup>th</sup>, 9<sup>th</sup>, and 12<sup>th</sup> Marine Corps Districts are designated as Responsible Officers (RSPO). They will:

(a) Maintain a fitness report log for all reports for which they are responsible. Inspection of logs will be conducted during all Performance Evaluation Staff Visits (PESV).

(b) Informally review reports for completeness, correctness, and equity/integrity. Let's all be mindful of the inflation impulse.

(c) Forward reports in conjunction with instructions contained in the reference.


(d) Exception. Fitness reports reviewed or sighted by the Commanding General or Chief of Staff will be mailed directly to HQMC by the Depot Adjutant.

c. Depot Adjutant. Assume overall cognizance for implementation and guidance of the PES within this Command. During each PESV, inspect records maintained by those RSPOs designated in paragraph 5b(1).

d. Fitness Reports Returned by the Commandant of the Marine Corps

(1) All fitness reports returned by HQMC for corrections will be monitored by the Depot Adjutant.

(2) Returned reports will be forwarded to the RSPO for necessary corrections. Corrective action will be completed within 15 days and returned to HQMC. If correction(s) cannot be made within 15 days, you will please advise the Depot Adjutant of this fact.

  
JOHN B. SOLLIS  
Chief of Staff

DISTRIBUTION: A,G